



# **Innisfil Council Compensation Review Committee**

(a committee established to act as a resource to Council for the 2022-2026 Term of Council)

## **Terms of Reference**

### **1. Mandate**

The Innisfil Council Compensation Review Committee is an Ad Hoc Committee of Council constituted to review, identify, and recommend fair remuneration and benefits for Council Members of the Town of Innisfil. The Committee will produce an independent report with recommendations for the total compensation level for members of Council for the 2026-2030 term of office.

#### **a) Duties and Functions**

- Review practices in other similar municipalities to develop recommendations with respect to the level of Council compensation.
- Provide Council with advice and recommendations related to the level of fair remuneration and benefits to be paid to Council Members of the Town of Innisfil.
- Provide Council a final report for its consideration.

### **2. Membership and Remuneration**

#### **a) Required Skillsets**

- Relevant experience, expertise or interest relating to levels of municipal-related or private sector compensation and benefit review.
- Geographical representation may be taken into consideration.

#### **b) Composition**

The Committee shall be comprised of three (3) to five (5) voting members as follows:

- Three (3) to Five (5) Citizen Members
- Other Representation if required.

The Committee may also establish a Working Group from current membership or through additional resource members to research, investigate and provide information to the Committee when required.

#### **c) Chair**

A Chair, and a Vice Chair shall be elected from amongst themselves at the first regular meeting.

The Chair shall be responsible for conducting the Committee meeting in accordance with the Town's current Procedural By-law, which may be amended from time to time. Where the Town's Procedural By-law is silent on a procedural matter, Bourinot's Rules of Order shall apply.

#### **d) Remuneration**

Members participate voluntarily and, as such, receive no compensation or remuneration.

### **3. Quorum and Attendance**

Quorum shall be set as the majority of the total voting members and is required at each meeting of the Committee.

In order to maintain a high level of commitment, members who have been absent for three consecutive meetings without good cause may be required to resign at the discretion of the Chair and in consultation with the designated Assistant Clerk. Committee members are requested to advise the designated Assistant Clerk of any scheduled absences in order to ensure quorum.

### **4. Meeting Schedule and Location**

All meetings shall be open to the public, except as provided for in the Town's Procedural By-law or any other by-law respecting that committee or local board. Members shall observe all provisions respecting the confidentiality of Closed Session meetings and materials.

Meetings shall be called at the discretion of the Chair generally on an "as required" basis, except for the month of July, when no meeting will be held. The Chair may call a 'Special Meeting' to deal with issues of importance that are deemed time-sensitive or urgent in nature. Scheduled meetings may also be cancelled if they are not required.

Meetings may be held in person at Town Hall, 2101 Innisfil Beach Road, Innisfil, or may be held virtually as determined by the committee.

### **5. Resources and Support Staff**

#### **Budget**

There is no established and approved budget for this Committee. However, those reasonable costs incurred by the Committee in the conduct and discharge of their duties shall be authorized by the Clerk and charged to the Council Services budget and reported to Council at the time when the final report is submitted. Any expenses incurred by this Committee shall adhere to the Business Expense Policy for Elected Officials and Committee Members (CP.01-11-05).

#### **Administration and Liaison**

Clerk Services shall provide administrative support services to the Committee, including preparing and distributing agendas, taking minutes, and general administrative coordination of committee meetings. People and Talent and Finance staff will also attend committee meetings to support and facilitate the review.

The Committee may call upon other Town service areas or staff assistance as needed.

### **6. Agendas and Reporting to Council**

Clerks Services will liaise with the Committee chair and the Staff Liaison to prepare the agenda for each meeting. Staff will attend the meeting and create minutes, which will be circulated to Committee members for accuracy prior to submission of a Summary Report to Council. The Summary Report will identify any motions that require consideration by Council.